

**N NALA** | THE PARALEGAL  
ASSOCIATION

# Certification Connection





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THE LEADING PARALEGAL ASSOCIATION

# About NALA

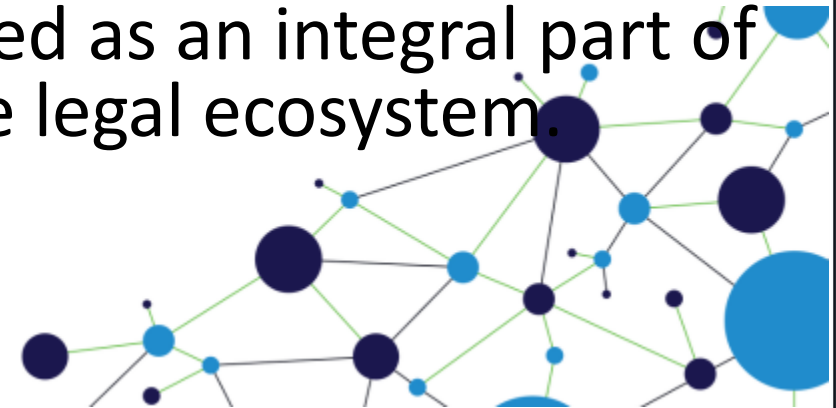


## **Our Mission**

Equipping paralegals for the challenges of the future through certification, professional development, and advocacy.

## **Our Vision**

Ensuring paralegals are known and valued as an integral part of the legal ecosystem.



# Learning Objectives

Benefits of  
Certification

Using your  
Credential

Disciplinary  
Procedures

Revocation

Connect  
with Us

Recap

Q & A





# Unleashing the Potential of YOUR Credential



# Benefits of Being Certified



Worldwide  
Recognition



Professional  
Development



Increased  
Salary



Digital  
Badge



Diversity,  
Equity, &  
Inclusion



# CP<sup>®</sup> Certification



# Advanced Certification





# Current ACP<sup>®</sup> Courses

Business Organizations – Incorporated Entities \*\*NEWLY UPDATED

Contract Management

Criminal Litigation

Discovery \*\*NEWLY UPDATED

e-Discovery

Family Law – Adoption and Assisted Reproduction

Family Law – Child Custody, Support and Visitation

Family Law – Dissolution Case Management

Family Law – Division of Property and Spousal Support

Land Use

Personal Injury \*\* NEW

Real Estate Principles

Trial Practice



# Using Your Credential Properly



# Business Cards & Email Signature



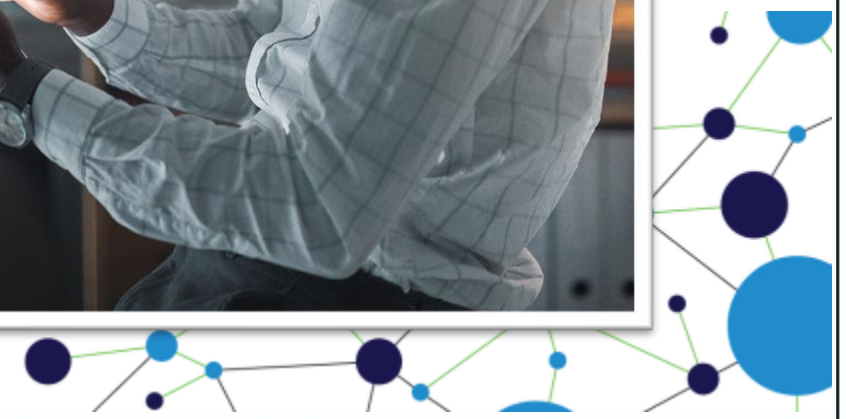
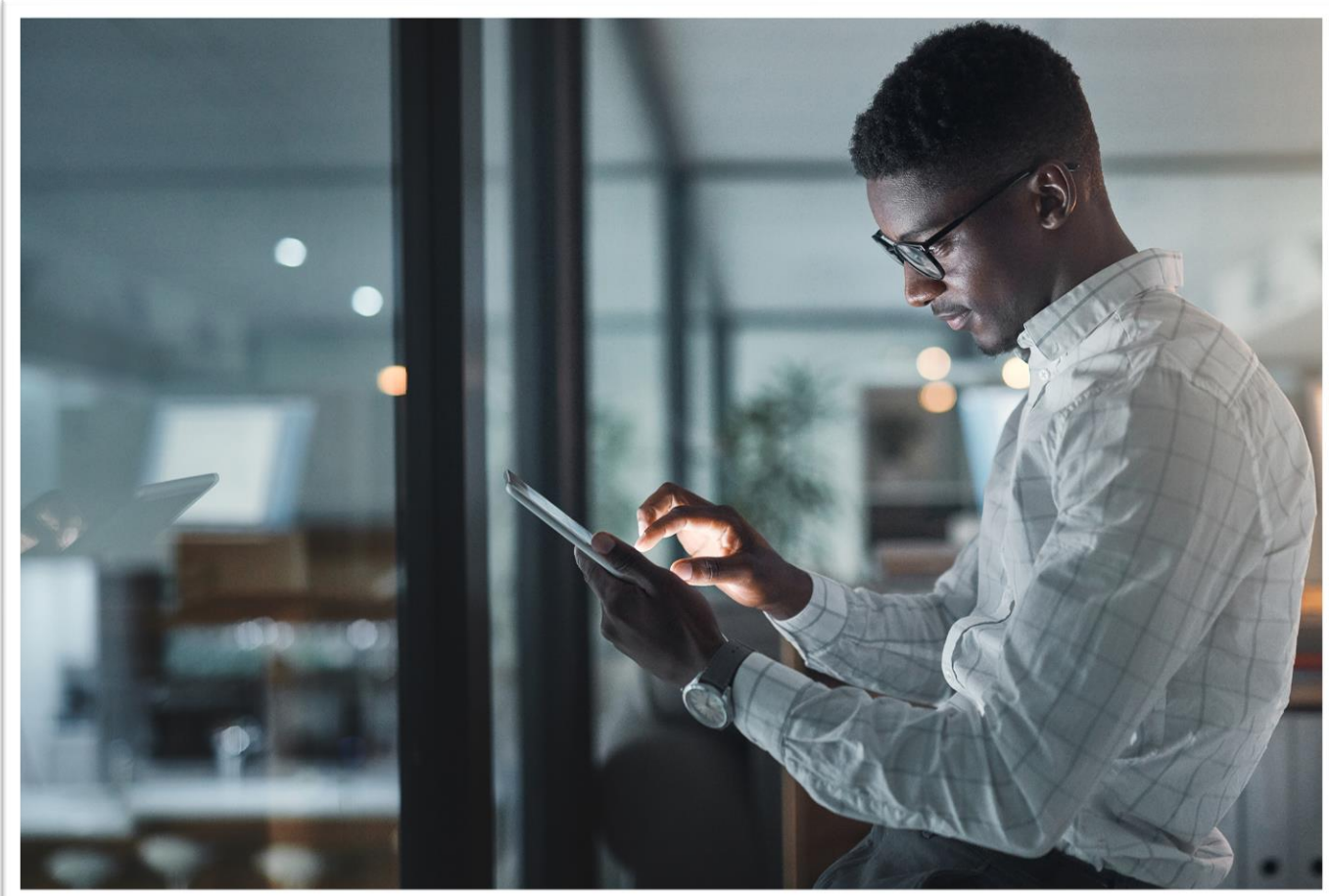
Benjamin Parker, CP  
Certified Paralegal  
NALA – The Paralegal Association  
6450 S Lewis Ave, Ste 250  
Tulsa, OK 74136



"CP® is a certification mark of the National Association of Legal Assistants. Its use is permitted only by those who have met and maintained national certification standards."



# Digital Badges





# Digital Badge Verification – CP<sup>®</sup>




Attributes: Visible

Issued by: NALA - The Paralegal Association

Becoming a NALA Certified Paralegal (CP) means an individual has successfully passed a rigorous examination of the knowledge necessary to be an effective paralegal. The voluntary CP program encourages the growth of the paralegal profession while also providing a proud achievement that comes with a career-long commitment. Established in 1976, the CP credential is key to respect and opportunity throughout the legal profession and is the national professional standard for paralegals.

[Learn more](#)

 Certification

## Skills

Paralegal

Paralegal Certificate Program

Paralegal Ethics

Paralegal Studies





# Digital Badge Verification – ACP®



**Attributes:** Visible

**Issued by:** NALA - The Paralegal Association

The distinguished Advanced Certified Paralegal (ACP) credential courses are designed to advance education by learning specific areas of law, rather than just testing current knowledge. Applicants must successfully complete a rigorous course and maintain CP certification. Upon successful completion of the program, ACPs are certified to provide advanced paralegal services and entitled to the use of the designation ACP in connection with paralegal services offered in their specific area of study.

[Learn more](#)



Certification



Advanced

## Skills

Paralegal

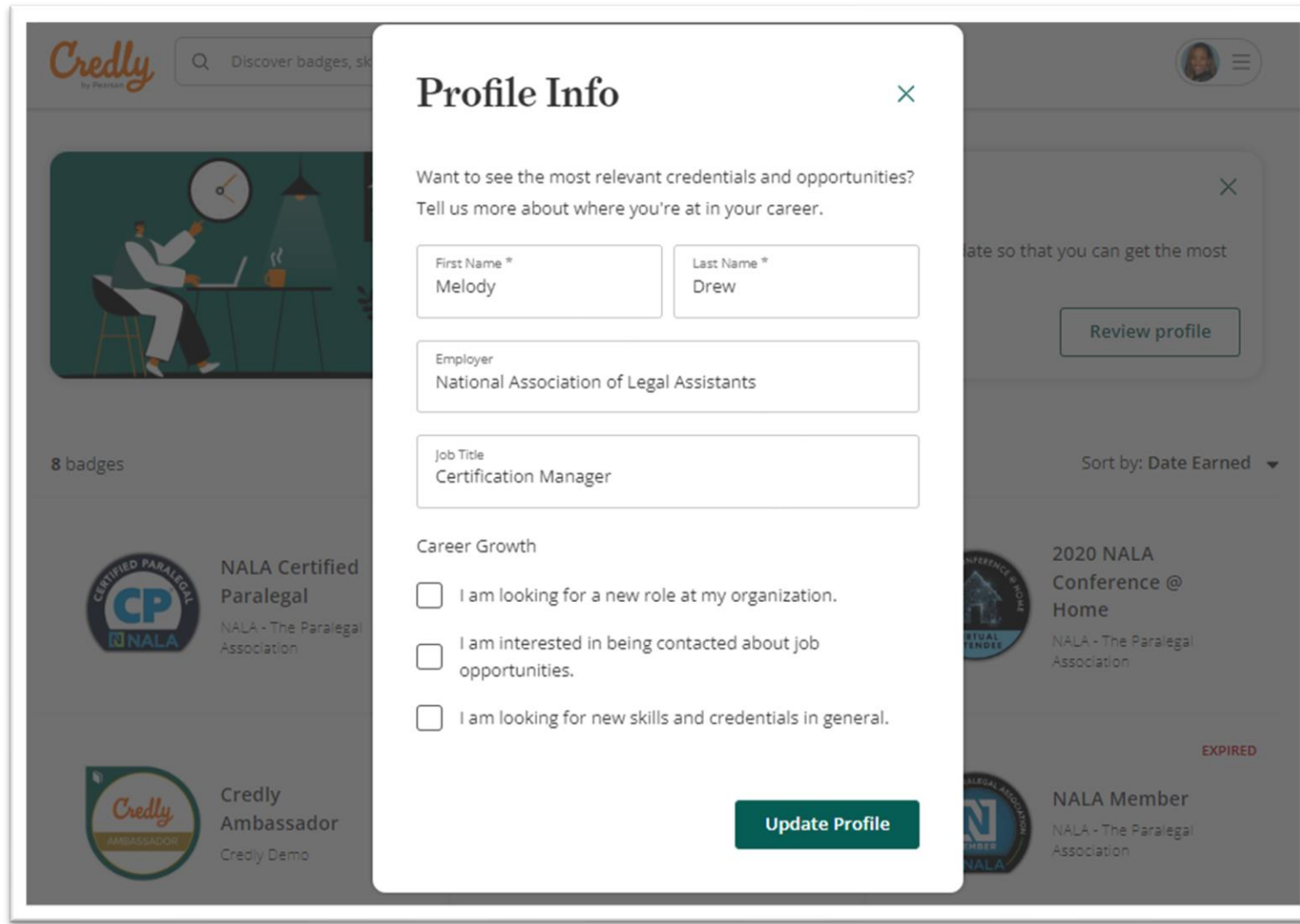
Paralegal Certificate Program

Paralegal Ethics

Paralegal Studies





# Digital Badge Working For You



**Credly** Discover badges, skills, and more.

8 badges

-  **NALA Certified Paralegal**  
NALA - The Paralegal Association
-  **Credly Ambassador**  
Credly Demo

### Profile Info

Want to see the most relevant credentials and opportunities?  
Tell us more about where you're at in your career.

First Name \*  
Melody

Last Name \*  
Drew

Employer  
National Association of Legal Assistants

Job Title  
Certification Manager

**Career Growth**



I am looking for a new role at my organization.

I am interested in being contacted about job opportunities.

I am looking for new skills and credentials in general.

[Update Profile](#)

Sort by: Date Earned

-  **2020 NALA Conference @ Home**  
NALA - The Paralegal Association
-  **NALA Member**  
NALA - The Paralegal Association



# Digital Badge Working For You

## Share your badge

Broadcast your achievement to friends and colleagues to get the recognition you deserve.



NALA Certified Paralegal


Issued by [NALA - The Paralegal Association](#)

### Promote

Share your achievement on social media.

 LinkedIn


 Twitter


 Facebook


 ZipRecruiter


### Publish

Send your badge or take it offline.

 Email

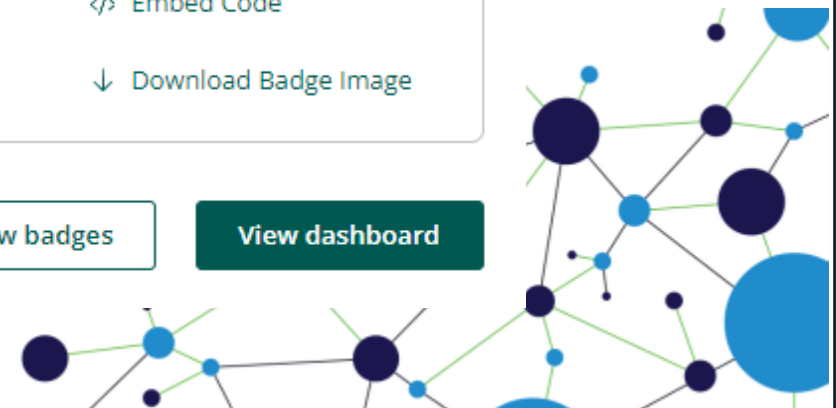
 Embed Code

 Public Link

 Download Badge Image

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# Digital Badge Working For You

## Insights

### 4,906 Job Openings

[Paralegals and Legal Assistants in United States](#)

#### Top Job Titles

Job Title	Postings
Paralegal	290
Paralegal Specialist	134
Litigation Paralegal	113
Legal Assistant	108
Legal Assistant Paralegal	95

[Show More](#)

#### Top Locations

Location	Postings
New York, NY	271
Washington, DC	179
Los Angeles, CA	133



This badge was issued to [Melody Dre](#) on January 01, 2024  
Expires on December 31, 2028  
[View celebrations](#)

Share



### NALA Certified Paralegal

Issued by [NALA - The Paralegal Association](#)

Becoming a NALA Certified Paralegal (CP) means an individual has successfully passed a rigorous examination of the knowledge necessary to be an effective paralegal. The voluntary CP program encourages the growth of the paralegal profession while also providing a proud More...

[Learn more](#)

#### Skills

- Paralegal
- Paralegal Certificate Program
- Paralegal Ethics
- Paralegal Studies

#### Recommended

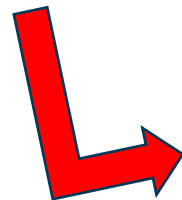


#### Recertify Your Credential Every 5 Years

Certified Paralegals and Advanced Certified Paralegals must recertify e...

NALA - The Paralegal Association

[View](#)





# Trademarks

## TYPES OF NALA CREDENTIALS

**Certified Paralegal (CP®):** Successful completion of both certification exam sections (*Knowledge and Skills*) is required to obtain the CP® credential.



is a certification mark duly registered with the U.S. Patent and Trademark Office (*Regis. No. 2864940*).



is a certification mark duly registered with the U.S. Patent and Trademark Office (*Regis. No. 3048617*).

**Advanced Certified Paralegal (ACP®):** The distinguished ACP® credential is **only** available to current Certified Paralegals (CP®); however, if the CP Exam is passed within one-year of completing an advanced course, the ACP® credential will be awarded.



is a certification mark duly registered with the U.S. Patent and Trademark Office (*Regis. No. 3406795*).



is a certification mark duly registered with the U.S. Patent and Trademark Office (*Regis. No. 5523401*).





# Certification Logos

## STANDARD FULL-COLOR



Certification logos should always be featured in their standard full-color design, unless not applicable.

## BLACK



If the standard certification logo is not able to be displayed in color, or if it is being displayed on a light background, then the black logos may be used.

## WHITE



If the standard certification logo is not able to be displayed in color, or if it is being displayed on a very dark background, then the white logo may be used.



# Certification Logo Download

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Advanced Certified Paralegal Pin

NALA ACP Logo  
Advanced Certified Paralegal

NALA CP Logo

NALA CP Logo Black&White

NALA Membership Logo

NALA Pet Bandana

**CP**<sup>®</sup>

NALA CP Logo

NALA allows Certified Paralegals to use the CP logo. To access the information regarding its use and to learn how to download the CP logo click here to purchase it at no cost.

[Buy Now](#)

# Disciplinary Procedures



# Disciplinary Action

Falsified information on any document submitted to the Certifying Board

Been convicted of the unauthorized practice of law since applying for the Certified Paralegal credential.

Failed to meet continuing legal education requirements

Divulged the contents of any examination question

Been convicted of a felony since applying for the Certified Paralegal credential

Failed to notify NALA of updates to their application for the Certified Paralegal credential

Violated the [NALA Code of Ethics and Professional Responsibility](#)

Violated the "[Terms and Conditions of Testing](#)"

Engaged in any other conduct determined by a majority vote of the Certifying Board to be unethical or unprofessional

Unfairly gained exam information by using unauthorized materials or websites during the examination

Provided any assistance to another candidate at any time during the exam preparation or delivery period.





# Submit a Claim

## Filing a complaint.

If any person believes that an Examination candidate or Certified Paralegal has violated any of these standards, click below to submit the Disciplinary Complaint form. The information provided should include documents which substantiate any claim of conviction or improper behavior.



[Disciplinary Complaint Form](#)

These rules establish the procedures that the Disciplinary Committee will follow in investigating and taking action on any charge of violation of any action or conduct described in the [Disciplinary Procedures](#) manual. The Disciplinary Committee's purpose is to assure that such charges are investigated fully and resolved fairly, consistent with the integrity of the Certified Paralegal program.

## CP Disciplinary Complaint

### CP Disciplinary Complaint

This form is for the submission of a complaint against a NALA Examination candidate or Certified Paralegal/Advanced Certified Paralegal.

Complaint: *(Required)*

Date of Complaint: *(Required)*

- Falsified information on any document submitted to the Certifying Board
- Been convicted of the unauthorized practice of law since applying for the Certified Paralegal credential
- Failed to meet continuing legal education requirements
- Divulged the contents of any examination question
- Been convicted of a felony since applying for the Certified Paralegal credential
- Failed to notify NALA of updates to their application for the Certified Paralegal credential
- Violated the NALA Code of Ethics and Professional Responsibility
- Violated the Certified Paralegal Program Handbook
- Violated the "Terms and Conditions of Testing"
- Engaged in any other conduct determined by a majority vote of the Certifying Board to be unethical or unprofessional

mm/dd/yyyy

Name of Complainant: *(Required)*

First

Last

Address *(Required)*





# Revocation of Your Credential



# Revocation of Your Credential



# Update Your NALA Contact Information

Melody Drew My Profile

Access Certification Information  
Access Education Account

Overview **Account** Organizations Purchases Requests Tasks

Documents

Personal Info  
**Contact Info**  
Relationships  
Committees  
Chapters  
Job Roles  
Speaker Info  
Additional Info  
CLE  
Awards  
Change Password  
Wealth  
Privacy

Addresses Phone Numbers Email Addresses  
Web Links

Add New Address +

1 [ 1 to 1 out of 1 records ] Filter Export

Address	Type	Primary	Linked	Region	Ship To	Modified	Edit
6450 S Lewis Ave Ste 250 Tulsa, Oklahoma 74136-1260	Work	✓		Area 2		mdrew@nala.org 2/6/2023 12:11 PM	Edit



# Connect With Us



WRITE US AT  
[CLE@NALA.ORG](mailto:CLE@NALA.ORG)



CALL US AT  
918-587-6828



VISIT OUR WEBSITE AT  
[WWW.NALA.ORG](http://WWW.NALA.ORG)



# Reviewing What You Have Learned

Benefits of Being Certified

Using your Credential Properly

Disciplinary Procedures

Revocation

Update Your Contact Info

Connection

A decorative graphic in the bottom right corner consisting of a network of interconnected nodes and lines, with nodes in shades of blue and black.



# Thank you

